

**PROCESSING TIME FRAMES
FOR
STANDARD, SIMPLIFIED AND SEMI-ANNUAL RECERTIFICATIONS**

Certification Period = CP

Date of Application = DOA

TIMELINESS:	PROCESS BY:	DENY ON:	If required verification is provided within 30 days from DOA:	If required verification is provided from the 31st day through the 60th day from DOA:
Timely Recerts: DOA: 5-8-07	5-31-07	5-31-07**		
Recertification filed by the 15 th day of the last month of the current CP.	Last work day of the current CP if ALL verifications are received.	Last work day of the current CP if the required verification is not received. (TC 6/14) <u>**See EXCEPTIONS in Sections 400.20, 450.19 & 500.17</u>	Reopen case with TC 3/50. Keep the original DOA Do not prorate benefits	Reopen case within 5 calendar days with a TC 3/31. Change the DOA to the date final verification is received. Prorate Benefits FNS unit must reapply if verifications are not received by the 60 th day from the original DOA.
Untimely Recerts: DOA: 5-18-07	6-18-07	6-18-07**		
Recertification filed between the 16 th and the last day of the current CP.	30 th day from the DOA if ALL verifications are received. Do not prorate benefits	30 th day from DOA if the required verification is not received. (TC 6/14) <u>**See EXCEPTIONS in Sections 400.20, 450.19 & 500.17</u>	Process by 30 th day from the DOA. Do not prorate benefits	Reopen case within 5 calendar days with a TC 3/31. Change the DOA to the date final verification is received. Prorate Benefits FNS unit must reapply if verifications are not received by the 60 th day from the original DOA.
Late Recerts: CP ended 5-07 DOA: 6-8-07	7-9-07	7-9-07		
Recertification filed in the month following the last month of the current CP. NOTE: The system will terminate case with a TC 7/25 on the last workday of the application month: Attempt to process case prior to the system termination.	<u>All Late Recerts must be processed by the 30th day from DOA.</u> Example: DOA is 6-8-07, approve by 7-9-07. Prorate benefits For late SR's only: check for good cause before prorating.	<u>All Late Recerts must be processed by the 30th day from DOA.</u> Example: DOA is 6-8-07, deny by 7-9-07.	<u>All Late Recerts must be processed by the 30th day from DOA.</u> Example: DOA is 6-8-07. Verifications are provided by 7-9-07; Reopen case with TC 3/31 with DOA 6-8-07 and process.	FNS UNIT MUST REAPPLY NOTE: The system will terminate case w/TC 7/25 on last workday of application month: Reopen case with TC 3/31 and DOA client came in for review.
Emergency Late Recerts: DOA: 6-8-07	6-15-07	7-31-07		
Recertification filed in the month following the last month of the current CP <u>and</u> is eligible for emergency FNS. Example: CP ended 5-07, client applies for recertification 6-8-07 and is eligible for emergency benefits.	Within 7 (SEVEN) <u>calendar</u> days from DOA POLICY STRONGLY RECOMMENDS KEYING ON THE SAME DAY Example: DOA is 6-8-07, process case by 6-15-07. (TC 6, with correct expedite code (1 or 2), DOA & new CP) Prorate benefits For late SR's only: check for good cause before prorating.	Last working day of the second benefit month: (Terminate w/TC 7/14) Example: DOA is 6-8-07, terminate on last working day of July (7-31-07).	If postponed verifications are provided, continue case within 5 workdays or the first day of the second benefit month, whichever is later. (Use TC 8 and change expedite code "2" to a "3")	FNS UNIT MUST REAPPLY IF POSTPONED VERIFICATIONS ARE PROVIDED AFTER THE LAST WORKDAY OF THE SECOND BENEFIT MONTH

BASE PERIODS

The base period for timely recerts, untimely recerts and late recerts is the same.
Example: The last month of a CP is May. Therefore, if the recert is timely, untimely or late the base period for ALL is April.

(Rev. 08-07)